

APPENDIX D – ALTERNATIVE RECRUITMENT SOURCES

A. DoD Wide Vacancy Announcement

The following instructions address how to input a new DoD Vacancy Announcement, edit an existing announcement, or view the current announcement list. Vacancies will be automatically deleted the day after the closing date. “Open Until Filled” announcements will be open for 180 days, and the activity may contact PPSB Dayton to extend the announcement, if necessary.

Access the ASARS web site: asars.cpms.osd.mil
Login with the username and associated password. (CAPS lock on)
After reviewing the “Messages” click the “here” to access the ASARS menu.
Click on MISC (on the left side of the screen)
Click on “DoD Vacancy Announcement List”. The “Vacancy Menu” appears:
To view DoD vacancy announcements go to www.cpms.osd.mil. Go to employment or PPP operations manual, from there you can view DoD vacancy announcements. Posting on this site can be accomplished for hard-to-fill positions.

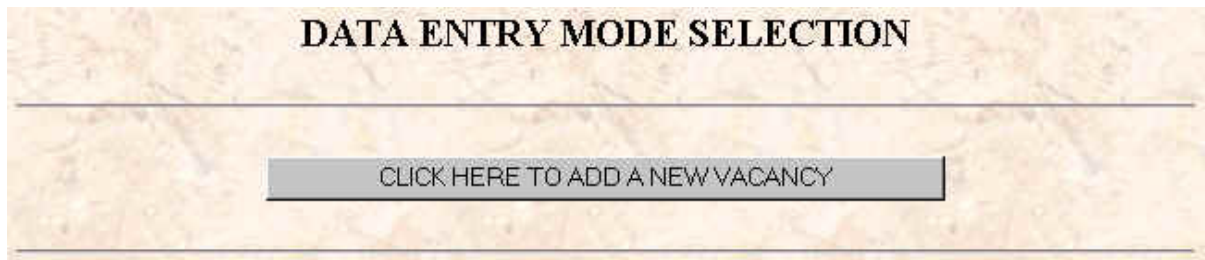


Enter/Edit a Vacancy: Click this option to enter a new vacancy announcement or to edit an already existing one. The “DoD Vacancy Entry” menu appears:

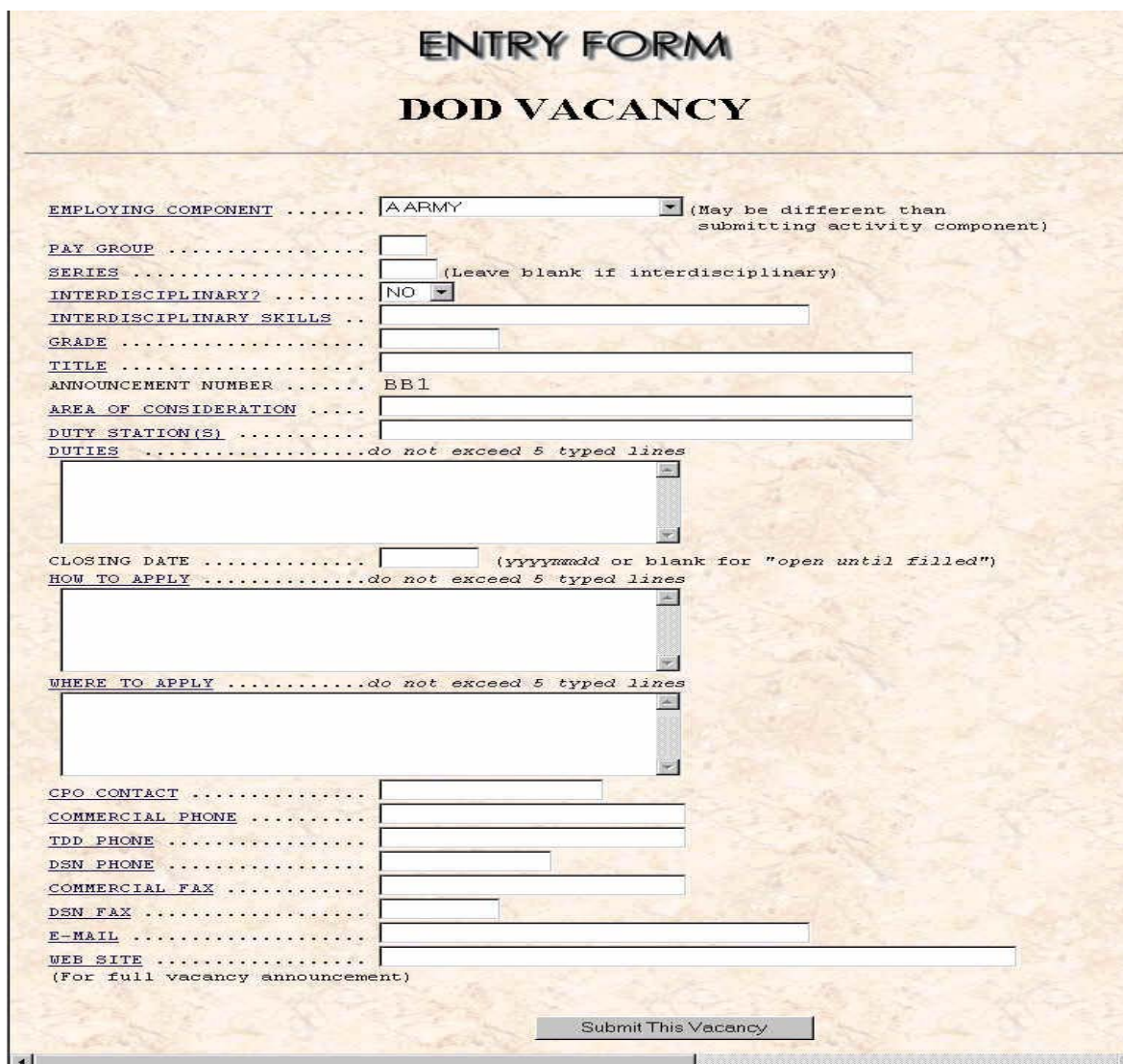
A screenshot of a web form titled "DOD VACANCY ENTRY" in a bold, serif font. Below the title is a horizontal line. The form contains two input fields: "ACTIVITY CODE" with a dropdown menu showing "123A" and "VACANCY NUMBER" with a text box containing "BB-1" and a "(Required)" label. Below these fields is a large, rectangular button labeled "ENTER/EDIT VACANCY".

Enter the Activity Code and the vacancy number. Vacancy numbers may be 1-20 characters in length.

If the criteria entered is not found in the system, the "Data Entry Mode Selection" menu is displayed, indicating it is a new vacancy:

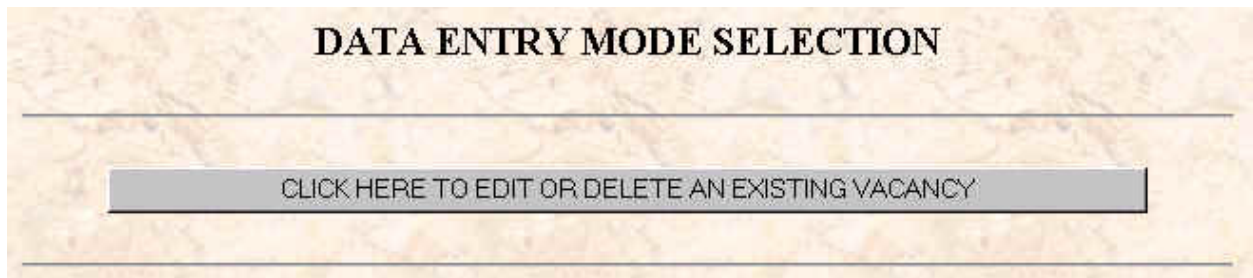


Click "Click Here to Add a New Vacancy" to display the vacancy entry form:



Input the vacancy information. For instructions on what to input, click on the field name (e.g., Employing Component, Pay Group, etc.) for further information.

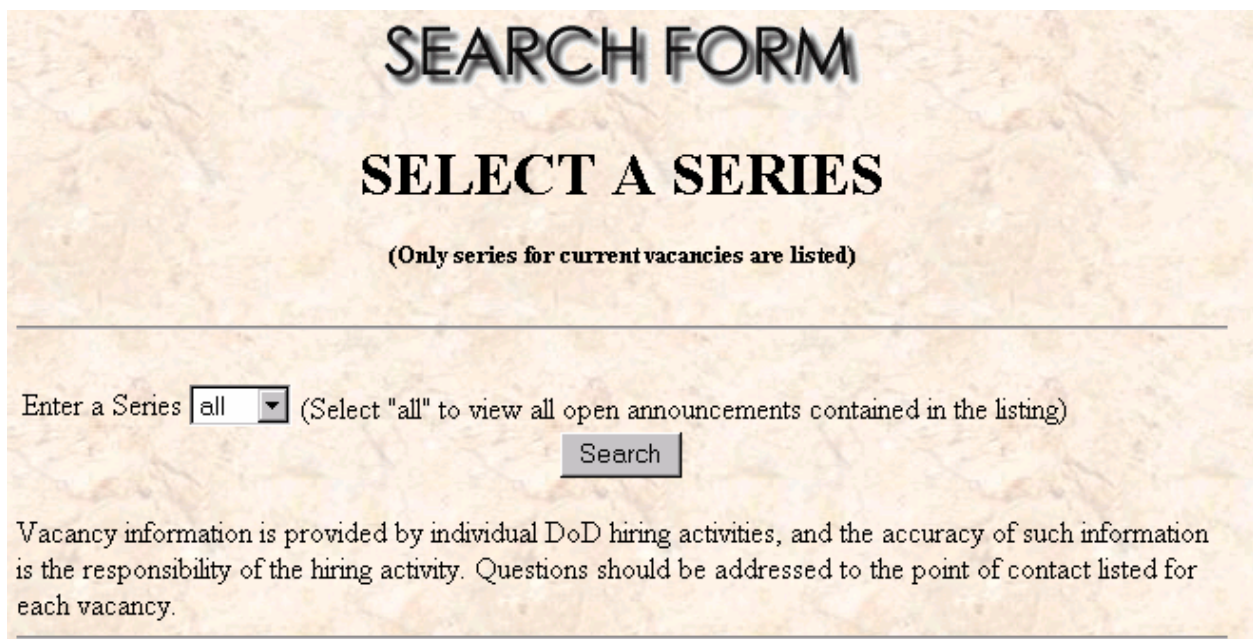
If the criterion entered already exists in the system, the “Data Entry Mode Selection” menu is displayed, indicating you are about to modify an already existing vacancy.



Click “Click Here to Edit or Delete an Existing Vacancy” to display the vacancy. Edit the vacancy if necessary, and click and “Submit This Vacancy”, or to delete the vacancy entirely, click “Delete”:



View Vacancy List: Click this option to access the current vacancy announcement list. The “Select a Series” search form menu displays:



SEARCH FORM

SELECT A SERIES

(Only series for current vacancies are listed)

Enter a Series (Select "all" to view all open announcements contained in the listing)

Vacancy information is provided by individual DoD hiring activities, and the accuracy of such information is the responsibility of the hiring activity. Questions should be addressed to the point of contact listed for each vacancy.

Select “all” to view all open announcements, or select the desired series and click “Search”. The results will be displayed, for example:

DoD Vacancy Listing

The appearance of links to other Web sites does not constitute endorsement by the Department of Defense Civilian Personnel Management Service of these Web sites or the information, products or services contained therein.

GS-XXXXX-XX

Personnel Staffing & Classification Specialist, Anc. No. _____, CLOSING DATE: Open Until Filled

AREA OF CONSIDERATION: DoD Wide

CONTACT:

PHONE COMM:

DSN:

FAX COMM:

FAX DSN:

DUTY STATION: Yourtown, USA

EMPLOYING COMPONENT: NAVY

DUTIES: Provides advice and assistance in classification, recruitment, selection, placement and utilization of employees to serviced commands.

HOW TO APPLY: Forward SF-171, OF-612 or resume, SF-50, most recent performance appraisal and DD-214 (if applicable). KSAs may be obtained by accessing website below or by calling contact number.

WHERE TO APPLY:

FOR FURTHER INFO ABOUT THIS VACANCY CLICK HERE:

To print click PRINT or press Ctrl+P.

B. Family Support Centers (FSCs)

You may contact the Family Support Centers (FSCs) to post your vacancies. You may also send a copy of the OPM/USAJobs announcement (Appendix E). If you do not use a closing date, please send an email notice to pull the flyer when the job is filled. Use a team member as a point of contact, especially for hard to fill positions.

To reach Air Force FSCs send the bulletin to joyce.seibel@randolph.af.mil. In turn she will send out to all Air Force FSCs.

The Army FSC Point of Contact is:

Mr. Glen Hamilton
Army Career Alumni Program (ACAP)
Fort Sam Houston, TX 78234-5024
COMM: (210) 221-1213
DSN: 471-1213
FAX: (210) 221-1671

E-mail: Glen.Hamilton@cen.amedd.army.mil FAX a copy of your vacancy announcement or recruitment bulletin to the FAX number above and they will post a hardcopy and distribute over the Army network.

The Navy POC is:

Mr. David Dubois
5720 Integrity Dr.
Millington, TN 38055-6620
COMM: (901) 874-4374
DSN: 882-4374
FAX: (901) 874-2055
E-mail: p662c1@persnet.navy.mil

The Marine Corps POC is:

Contact: Brian Goodson
HQ USMC
Manpower and Reserve Affairs (MRM)
3280 Russell Rd, 4th Floor
Quantico, VA 22134-5103
COMM: (703) 784-9523
DSN: 278-9523
FAX: (703) 784-9827
E-mail: <http://www.usmc.mil>
Goodsonb@manpower.usmc.mil

Local FSC points of contact may be located on the Web under Family Center Locator, Relocation Assistance Programs at <http://dticaw.dtic.mil/mapsite/>

C. Federal Career Opportunities Guide

This publication is available to prospective applicants in most libraries, Family Support Centers, job service centers, on the World Wide Web and other placement offices (See Appendix J). Subscriptions may also be purchased.

There is no cost to employers who advertise job openings. Listings are automatically selected from more than 3,500 in the FCO database. Submit your vacancies in OPM/USAJobs format. These are also pulled from OPM/USAJobs posting. To ensure your vacancy gets in the publication, send them an announcement. There is no fee to advertise but there is a fee to subscribe. For subscription information, call (703) 281-0200 or (800) 822-5627.

To submit vacancies, contact:

Federal Research Service, Inc.
370 Maple Avenue W, Suite 5
PO Box 1059-VC
Vienna VA 22183-1059
COMM: (703) 281-0200 or (202) FED-JOBS
FAX: (703) 281-7639
E-mail: info@fedjobs.com

For Calendar/Deadlines for posting go to Federal Jobs Central WEB site at: www.fedjobs.com

In addition to the Federal Career Opportunities Guide and Access . . . FCO on-line published by the Federal Research Service, Inc., federal employment information may also be found in Federal Times, published by Army Times Publishing Company. The Federal Times WEB site is located at:
<http://www.federaltimes.com/>

Federal Times receives an automatic update when FEDJOBS is updated.

D. Announcing Jobs Outside of Resumix

- When having trouble in filling positions through Resumix, you may work with your CPF on announcing and accepting resumes for the position(s) locally. Specific vacancy announcements in the local area tend to generate applicants who are truly interested in the position(s).
- You must first, however, ensure you have contacted DEU to exercise Outside the Register (OTR) authority. If, after announcing through DEU, it is determined that there are insufficient available candidates,

“You must receive approval to announce positions locally by DPCT”.

When announcing locally, the following statements must be part of the specific vacancy announcement (Insert local information in place of parentheses below). You may use your own local CPF announcement format for the vacancy.

- Applications should be mailed to (CPF MAILING ADDRESS)
- POINT OF CONTACT: If you have any questions pertaining to this vacancy announcement, please contact (CPF POC) at (CPF PHONE #)
- If you have previously applied for positions with the Air Force directly through the Air Force Job Kit your resume will not be used when filling these positions. You must apply directly to the address stated above using this vacancy announcement number to be considered for these positions
- If you are interested in this and other positions at (BASE NAME), you may obtain information on the resume format and application procedures required by the Air Force Personnel Center by mail, from our web site, or by phone at:

HQ AFPC/DPCTDC
ATTN: Recruitment Call Center
550 C Street West Ste 57
Randolph AFB TX 78150-4759
<http://www.afpc.randolph.af.mil/afjobs>

Toll free 1-800-699-4473 (outside area code 210) or 210-527-2377, or 210-565-2928. Text telephone (TTY/TDD) users call 1-800-382-0893 (outside area code 210) or 210-565-2928.

E. Recruitment Resource Alternatives

If you are having recruitment problems and wish help in identifying feasible alternative recruitment methods, below are other ideas and helpful resources you may contact:

E-Recruitment Unit – AFPC/DPCTDR, at: usaf.e-recruiters@afpc.randolph.af.mil

The mission of this unit is to provide state-of-the-art recruitment activities designed to attract qualified applicants for hard-to-fill, high turnover, and high volume civilian positions within the Air Force. An annual Recruitment Needs Assessment (RNA) is conducted to better define those positions within the Air Force that are critical to focus pro-actively for those type of positions.

The unit's goal is to improve availability of candidates within the resume database providing for minimized staffing time. Working in cooperation with the CPFs, DEU representatives and Regional Team Members, the unit approaches a “macro” perspective, targeting those positions that are difficult to obtain a sufficient amount of candidates.

They are available to work with recruitment teams at all levels and develop a specific Strategy Plan for an occupational series that has been identified as hard-to-fill. The unit is also capable of generating a roster of separating and retiring military service members by Air Force Specialty Code (AFSC). (Provide AFSC number and title. Also, include pay plan, series, and grade of actual position(s) being filled. Identify window of separation/retirement (i.e., last 2 years, 5 years, etc) and mailing address label requirement). AFSC chart (AFVA 36-212) may be viewed at:

<http://www.afpc.randolph.af.mil/classification/docs/aclascht.doc>

The unit has a wealth of Internet resources and sites that are utilized for posting vacancies. In addition, they perform resume mining for specific skills in candidates for open announcements. They attend local, regional and national job fairs to ensure a nation-wide search is conducted when recruiting for hard to fill positions. They maintain a contact database of interested candidates for many Air Force civilian positions. They also perform traditional recruitment activities such as direct mailings, distribution of posters, bulletins in the local area and networking with employment agencies/colleges and private sector organizations.

Other sources that may be valuable are:

Non-Appropriated Fund Human Resource Office

Refer to DefenseLink at <http://www.defenselink.mil/> for POC information

Other Federal agencies: <http://www.opm.gov>

America's Job Bank: <http://www.ajb.dni.us/>

State Department of Rehabilitation, State Employment Office, and Veteran Service Office

College Placement Offices

Adult continuing education programs at college, secondary, and vocational school levels

Professional newsletter/journals/magazines

Local newspapers

Outplacement Office within civilian corporations

Separating or retiring AF members

Consider asking the manager if they are willing to restructure the position to fill at a developmental level. Managers are often willing to downgrade for fill, especially if it means they will have the new employee at least throughout the target level of the position.

Consider changing the position. For instance, drop the Office Automation requirement of the position or change the classification of the position (i.e., instead of filling a GS-0326, fill GS-303). You should work closely with your AFPC servicing team members to discuss any or all of the above alternative recruitment options.